



Application Form

PASSPORT
PHOTO

Please complete all sections carefully in BLOCK CAPITALS in **black** or **blue** ink, and attach certificates / other required and documentation. You can also apply online for all courses; www.royaluniversity.ac.ug/apply. **Failure to complete this form in full will result in your application being delayed or not being considered.**

1. NAME & ADDRESS

Title: Mr/Mrs/Miss/Ms/Other		Date of Birth (dd/mm/yyyy) ____ / ____ / ____		Male <input type="checkbox"/> Female <input type="checkbox"/>	
First/Given name(s)					
Surname/Family name					
Other names (if applicable)					
If you have previously applied to / studied with Royal Open University please provide your Student ID ____ / ____					
Have you applied via affiliate? Yes <input type="checkbox"/> No <input type="checkbox"/> if yes please provide your affiliate Personal ID: _____					
<i>Home Address (where you are ordinarily permanently resident):</i>			<i>Place of Birth</i>		
Zone/Village Name			Zone/Village Name		
Street.....			Street.....		
City/Town.....			City/Town.....		
Country			Country		
Postcode			Postcode		
Tel (Home).....			Tel (Next of Kin).....		
<i>This will be the main method of communication with applicants, please ensure details below are legible and accurate.</i>					
Mobile Telephone Number					
Personal Email address					

2. COURSE OF STUDY APPLIED FOR:

Course Level: Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Course Name:
Study Mode: Evening time <input type="checkbox"/> Online <input type="checkbox"/> Distance <input type="checkbox"/> Start date:MonthYear _____
Location: Uganda <input type="checkbox"/> East Africa <input type="checkbox"/> Africa <input type="checkbox"/> Beyond Africa <input type="checkbox"/>
If you are applying for Credit Transfer Entry (CTE) to an Under/Graduate Course please indicate year of entry: _____

3. NATIONALITY

What is your Nationality? (As stated on your passport)	
In which country were you born?	
In which country do you currently live?	
Have you ever or applied to: enter / remain / reside / live in the Uganda (Ug) and / or East Africa Community (EAC)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes go to 3a if no go to 3b
3a. IMMIGRATION	
Have you ever been refused entry or leave to remain in the Ug or EAC?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever previously studied in the Ug?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current / pending Visa application to (enter or leave to remain in) the Ug?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the questions in section 3a you must provide copies of your passports / Visas / CAS Statements / visa letters / exit stamps / refusal letters / relevant correspondence. Now proceed to section 3b .	
3b. FEES INFORMATION You must give details of who will be paying your fees. A sponsor is defined as a company or other organization, Yourself or a member of your family. If sponsored please attach a copy of your sponsor letter, if available	
Who will pay your fees? Yourself <input type="checkbox"/> Sponsor Name & Contact:	

4. EDUCATION: Please list all completed, partially completed and pending qualifications in date order (most recent first). Please ensure that copies of your certificates and transcripts are provided with your application; including official translations if qualifications are not in English. If applying for Credit Transfer Entry (CTE) please provide copies of official transcripts, a list of pending modules (with associated credit weightings if applicable) and your syllabus. For more information on CTE Royal Open University please go to: www.royaluniversity.ac.ug/apply

Institution (including location)	Subject	Level (eg Hsc, Dip, BA, MA/Sc)	Grade	Achieved / Predicted	Date (mm/yyyy)

4a. ENGLISH LANGUAGE QUALIFICATIONS: Please provide details of achieved and pending qualifications / tests.

Title of qualification (eg O Level, IGCSE, TOEFL, IELTS)	CEFR Level (eg B1, B2, C1)	Grade (including scores for individual skills if applicable)	Verification ID (if applicable)	Date (mm/yyyy)

Are you intending to undertake English Language studies with Royal Open University before commencing your degree programme? Yes No

5. EMPLOYMENT: Please give details of current and previous employers, with dates. If the course you are applying for requires professional/work experience as part of the entry criteria, please provide curriculum vitae (CV) / resume which should include an outline of the responsibilities associated with each position.

Sample CV format

Please tick here if you have attached Curriculum Vitae on a separate sheet

Organisation	Position held	Dates	
		From (mm/yy)	To (mm/yy)

6. PROFESSIONAL REGISTRATION

If you are a member of a professional body (ACCA, NMC, GMC, CPA etc.) please provide your membership details below (Please provide copies of your registration documents with your application):

.....

7. PORTFOLIO A number of our courses require a portfolio to be assessed (for example Architecture and Arts courses), please ensure that you have checked the entry requirements of the course before you apply. Full details of our entry requirements can be found here www.royaluniversity.ac.ug/admissions

Please tick here if you have attached a copy of or provided a link to your online portfolio

8. STATEMENT OF PURPOSE IN SUPPORT OF APPLICATION: This section must be completed for all applications, failure to do so will delay your application. It may not be considered within our advertised processing times. Please note that this section may be provided to third parties, including the Immigration Department, Ministry of Internal Affairs (Uganda) upon request.

Please tick here if you have attached a Statement of Purpose on a separate sheet

You should state why you want to undertake this course: how this course will enable you to develop further, give details of any relevant experience (including paid and voluntary work), and outline the skills and attributes which make you suitable for this course and your long term goals.

Continue on a separate sheet if required

9. REFERENCE: All applicants must provide one recent reference. References must be written within the last 6 months and provided on letter headed paper, signed and dated. The referee should be a course tutor if you have been in education within the last two years or your current or most recent employer. Candidates applying on the basis of work experience must provide at least one reference from their most recent employer. The referee should not be a friend or family member.

Name of referee 1	Name of referee 2
Organisation	Organisation
Course Tutor <input type="checkbox"/> Line Manager <input type="checkbox"/>	Course Tutor <input type="checkbox"/> Line Manager <input type="checkbox"/>
Reference attached <input type="checkbox"/> Reference to follow <input type="checkbox"/>	Reference attached <input type="checkbox"/> Reference to follow <input type="checkbox"/>

10. LEARNING SUPPORT REQUIREMENTS: Please complete this section if you have any disability, medical condition or specific learning difficulty. If you require further advice please contact Student Services at Royal Open University. www.royaluniversity.ac.ug/contact-us

Do you have a disability, medical condition or specific learning difficulty? Yes No

If yes, please name the condition and give brief details; our Student Support Service will contact you to discuss any support needs.

.....

.....

Continue on a separate sheet if required

Please tell us where you found out about this course

Website <input type="checkbox"/>	Advertisement <input type="checkbox"/>	Agent <input type="checkbox"/>	Facebook <input type="checkbox"/>	Other <input type="checkbox"/>
Please provide further details (e.g. name, location, date)				

11. DECLARATIONS

11a. Do you have any unspent criminal convictions?

Yes No

A criminal record will not necessarily be a bar to obtaining a place at Royal Open University.

11b. Data Protection Act 1995

I agree to the University processing personal data contained in this form or other data which the University may obtain from me or other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies.

In addition, I agree to the University processing personal data described as "Sensitive Data" within the meaning of the Uganda Data Protection Act 1995, such processing to be undertaken for any purposes as indicated in the declaration above. If my employer/sponsor is supporting my studies by paying my fees/allowing me study time I agree to my employer/sponsor being informed of the progress of my application and of my studies if I am accepted onto the course.

11c. Agent Referral and Nominated Access

To be completed if applying with the assistance of a recruitment agent or if you are likely to be away at any time and wish to nominate someone who can make decisions on your behalf and discuss your studies with us. Please enter the full name(s) of your nominee and their relationship to you.

I confirm that I give the following person(s) authorisation to discuss my application and/or studies with staff at Royal Open University, and receive correspondence from Royal Open University on my behalf.

Relationship/company Name.....

Email Telephone Number

11d. Declaration

I certify that, to the best of my belief, the information I have provided is complete and true. **Please note if any information is withheld or misrepresented, we reserve the right to withdraw your Application and / or any Offer made.**

Signature of Applicant Date

Signature of Guardian Date
(if applicant is under 18 years)

Please return this completed form with copies of the documentation required by email attachment to info@royaluniversity.ac.ug or by post to Royal Open University, P.O Box 8382 Kampala, Uganda.

12. CHECKLIST: Please ensure that you completed sections 1 to 12 of the application and have attached and provided all the documents listed below.

Nationality Documents (specified in section 3)	<input type="checkbox"/>
Qualifications (specified in section 4 and 4a)	<input type="checkbox"/>
Professional Registration / Portfolio (specified in section 6 & 7)	<input type="checkbox"/>
Statement of purpose (specified in section 8)	<input type="checkbox"/>
References, if available (specified in section 9)	<input type="checkbox"/>
Learning support requirements, if required (specified in section 10)	<input type="checkbox"/>
Declarations (specified in section 11)	<input type="checkbox"/>
I can confirm that all sections 1 to 12 have been completed	<input type="checkbox"/>

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Offer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Statement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Academic	Yes <input type="checkbox"/> No <input type="checkbox"/>
English	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	
IAO / CDM	
OLB Codes	

For more information about Royal Open University please go to:
www.royaluniversity.ac.ug/